

Instruction Sheet

COMPLETING THE 2015 REPORT FORM

Make all entries clear and easy to read. Use a **blue** or **black** ball point pen. Enter your answers in the proper spaces and in the units requested, i.e., number of acres, dollars, percent, etc. Mark all applicable Yes/No boxes with an "X."

Refer to the instructions below for completing your report form. The report form was mailed to agricultural producers and growers throughout the United States. Because it is meant for use in all parts of the country, it may contain items and inquiries which do not apply to your operation. In this case, mark the "No" or "None" box and go on to the next item or section.

If You Did Not Have Any Certified Organic Production as Determined by the USDA's National Organic Program (NOP) standards in 2015

In Section 1, item 1, select "No," then go to Section 13.

If You Did Not Operate Any Agricultural Land in 2015

Write "Did not operate agricultural land in 2015" below the address label on the report form then go to Section 15 and complete the remainder of the report form. Mail the completed report form in the return envelope.

Partial Year Operation

If you stopped farming at any time during 2015, complete the report form for the portion of 2015 that you did farm. Write "Stopped farming in 2015" and the date you stopped farming below the address label on the report form and mail the completed report form in the return envelope.

If You Receive More Than One Report Form for the Same Operation

Return any duplicate report forms in the same envelope with the completed report form(s). In the address area of the report form(s) you complete, write the 11-digit ID number from the address label of the extra report form(s).

Partnership Operations

Complete only ONE report form for a partnership operation and include all partners' shares on the same report form. If two or more report forms were received for the partnership, see instruction on "If You Receive More Than One Report Form for the Same Operation" above.

REPORTING VALUE OF SALES

Report the value of all certified crops (including field crops, fruits, vegetables, floriculture, etc) and certified livestock (including poultry and livestock products) sold from this operation in 2015 in the appropriate commodity section. Include the value of your landlord's share of the commodities harvested. Report commodities as sold that you owned and moved to someone else's operation for further feeding, such as cattle. Report the gross value before the deduction of expenses, fees, or income taxes. Include payments received in 2015 from cooperatives or marketing organizations for crops produced on this operation. Also, include as sales your estimate of the value of any crop or livestock removed from this operation in trade of services, such as baled hay for labor or other services. Report the total value you received for animals and

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poultry sold from this operation in 2015, without deducting production or marketing expenses (cost of feed, cost of livestock purchased, cost of hauling and selling, etc).

Do NOT include:

- Proceeds from CCC loans or other government payments.
- The value of sales of any cattle, hogs, or poultry owned by you but kept and sold from a location you did not operate.
- The value of commodities grown by other people under a production contract.

INSTRUCTIONS BY SECTION

SECTION 1 OPERATION INFORMATION

Item 1 – The operation must have certified organic production as determined by the USDA's National Organic Program (NOP) standards. Operations not certified organic must select "No" and go to Section 13.

Item 2 – Report the agency or organization that certified this operation for certified organic production in 2015.

Items 3a – 3c – Report in whole numbers the number of certified organic acres owned, leased from others, and/or leased to others.

Item 4 – Calculate and report the sum of items 3a – 3c.

Items 5a – 5c – Report in whole numbers the number of certified organic acres reported in item 4 that were cropland, pastureland and/or rangeland. (Cropland includes certified organic land from which crops were harvested or hay was cut, including land used for field crops, vegetables, fruits, nuts, berries, orchards, vineyards, nursery and greenhouse crops, Christmas trees, citrus groves, and maple syrup).

SECTION 2 CERTIFIED ORGANIC FIELD CROPS

Field Crops and Code – If not preprinted, enter the name and code of the crop(s) harvested in 2015 from the Crop Code box on the bottom of the page. If a crop is not listed, select the code 2390 (Field Crop not listed), 2510 (Dry beans not listed), 2600 (Chickpeas not listed) and/or 2560 (Dry peas not listed) and write in the name of the crop. If additional space is needed to report a crop and its production, use a separate piece of paper.

Certified Organic Acres Harvested – Enter the certified acres harvested in 2015. Round fractions to whole acres except for tobacco which is reported in tenth acres.

Certified Organic Production – Enter the total amount of certified organic production using the appropriate unit.

QUANTITY of Certified Organic Production Sold – Report all certified organic production that was sold.

GROSS VALUE of Certified Organic Production Sold – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

SECTION 3 CERTIFIED ORGANIC GRAPES

Items 2a & 2b – Acreage and Production – Enter the total number of bearing age certified organic grape acres harvested in 2015 to the tenth of an acre. Enter the total amount of certified organic grape production in 2015 to nearest pound.

Item 2c - QUANTITY and GROSS VALUE Sold – Enter the quantity of certified production that was sold to the nearest pound. Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

SECTION 4 CERTIFIED ORGANIC APPLES

Item 2 – Apple Variety and Code – If not preprinted, enter the name and code of the certified organic apple variety(ies) harvested in 2015 from the Apple Variety Code box in the center of the page. If an apple variety is not listed, select the code 4480 (Varieties not listed) and write in the name of the apple. If additional space is needed to report an apple variety and its production, use a separate piece of paper.

Item 2 – Certified Organic Acres Harvested – Enter the certified organic acres harvested 2015 in whole and tenth acres.

Item 2 – Quantity/Unit/Pounds per Unit – Report the total certified amount produced in 2015. Report production using any unit. If pounds or tons is not used for the unit of production, report the lbs per unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

Item 3 – Apple Variety and Code – If not preprinted, enter the name and code of the certified organic apple variety(ies) sold from the harvested apples in Item 2. Use the Apple Variety Code box on the bottom of the page. If an apple variety is not listed, select the code 4484 (Varieties not listed) and write in the name of the apple. If additional space is needed to report an apple variety and its production, use a separate piece of paper.

Item 3 – FRESH MARKET: Apples sold as a whole fresh fruit.

QUANTITY/Unit/Pounds per Unit – Report the total certified amount sold fresh in 2015. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs per unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

GROSS VALUE of Certified Organic Production Sold – Enter the gross value of certified organic production sold fresh. See 'REPORTING VALUE OF SALES' for further instruction.

Item 3 – COMMERCIAL PROCESSING: Apples sold in a processed form such as apple juice, cider, dried, frozen and canned.

QUANTITY/Unit/Pounds per Unit – Report the total certified amount sold in 2015 for commercial processing. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs per unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

GROSS VALUE of Certified Organic Production Sold – Enter the gross value of certified organic production sold for commercial processing. See 'REPORTING VALUE OF SALES' for further instruction.

SECTION 5 OTHER CERTIFIED ORGANIC FRUITS, TREE NUTS, AND BERRIES

Fruits, Tree Nuts, and Berries and Code – If not preprinted, enter the name and code of the certified organic fruit, tree nut or berry harvested in 2015 from the Code boxes on the bottom of the page. If a fruit, tree nut or berry is not listed, select the code 6170 (Fruits not listed), 6250 (Nuts not listed) and/or 6370 (Berries not listed) and write in the name of the crop. If additional space is needed to report a fruit, tree nut and/or berry and its production, use a separate piece of paper.

Certified Organic Acres Harvested – Enter the certified organic acres harvested in 2015 in whole and tenth acres.

Certified Organic Production – Report the total amount of certified organic production in 2015. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs per unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

Certified Organic Production Sold – Enter the total quantity of certified organic production sold in 2015, then the gross value of sales. See 'REPORTING VALUE OF SALES' on page 1 for further instruction.

SECTION 6 CERTIFIED ORGANIC VEGETABLES GROWN IN THE OPEN

Vegetables and Code – If not preprinted, enter the name and code of the certified organic vegetable, grown in the open, harvested in 2015 from the Vegetables Code box on the bottom of the page. If a vegetable is not listed, select code 3340 (Vegetables not listed) and write in the name of the vegetable. If additional space is needed to report a vegetable and its production, use a separate piece of paper.

Certified Organic Acres Harvested – Enter the certified organic acres harvested in 2015 in whole and tenth acres.

Certified Organic Production – Report the total amount of certified organic production in 2015. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs per unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

Certified Organic Production Sold – Enter the total quantity of certified organic production sold in 2015, then the gross value of sales. See 'REPORTING VALUE OF SALES' on page 1 for further instruction.

SECTION 7 CERTIFIED ORGANIC VEGETABLES GROWN UNDER PROTECTION

UNDER PROTECTION: any crop covering including glass, rigid plastic, and plastic film including "tunnel" protection and hoop houses.

Vegetables and Code – If not preprinted, enter the name and code of the certified organic vegetable, grown under protection, harvested in 2015 from the Vegetables Code box on the bottom of the page. If a vegetable is not listed, select code 3810 (Vegetables not listed) and write in the name of the vegetable. If additional space is needed to report a vegetable and its production, use a separate piece of paper.

Certified Organic Square Feet Harvested – Enter the certified organic area harvested in 2015 in whole and tenth square feet.

Certified Organic Production – Report the total amount of certified organic production in 2015. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs per unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

Certified Organic Production Sold – Enter the total quantity of certified organic production sold in 2015, then the gross value of sales. See 'REPORTING VALUE OF SALES' on page 1 for further instruction.

SECTION 8 CERTIFIED ORGANIC FLOURICULTURE CROPS, NURSERY CROPS, MUSHROOMS, CHRISTMAS TREES, AND MAPLE SYRUP

Items 1a – 1d – Square Feet Harvested – If applicable, enter the certified organic square feet harvested in 2015.

Items 1a – 1c – Acres in the Open – If applicable, enter the certified organic acres harvested in 2015 in whole and tenth acres.

Items 1a – 1d – GROSS VALUE of Sales – Enter the gross value of sales of certified organic production.

Item 1e – Acres/Number/GROSS VALUE – Enter the certified organic acres harvested in 2015, the number of trees cut and the gross value of sales of certified organic production.

Item 1f – Number/Gallons/GROSS VALUE – Enter the number of certified organic taps on the operation in 2015, the total gallons of certified organic syrup produced and the gross value of sales of certified organic production.

SECTION 9 GMO/GE PRESENCE IN CERTIFIED ORGANIC CROPS

Year – Report the year in which you experienced an economic loss, which you can document, due to the unintended presence of a genetically modified organism (GMO) or genetically engineered (GE) material in a certified organic crop you produced for sale. Years accepted are 1986 – 2015.

Crop – Report the certified organic crop that was affected by the GMO/GE material.

Quantity/Unit – Report the amount of certified organic production that was affected by GMO/GE material using any unit. Example units include: lbs, cwt, tons, bushels, boxes/baskets, bins, and other.

Loss – Report in dollars the total amount per unit you would have earned for the certified organic crop had it not been infected with GMO/GE material.

SECTION 10 CERTIFIED ORGANIC LIVESTOCK, POULTRY AND LIVESTOCK PRODUCTS

PEAK 2015 Certified Organic Inventory – Enter the largest inventory number on your operation during 2015.

Dec. 31, 2015 Certified Organic Inventory – Enter the number of each livestock commodity that was on the operation on December 31, 2015.

QUANTITY of Certified Organic Production Sold or Moved – Report all certified organic production that was sold or moved from this operation.

GROSS VALUE of Certified Organic Production Sold – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

Item 2 – Production Contract – a verbal or written agreement setting terms, conditions, and fees to be paid by the contractor to the operation for the production of crops, livestock, or poultry. The contractor usually owns the commodity and often provides inputs.

SECTION 11 MARKETING PRACTICES FOR CERTIFIED ORGANIC PRODUCTS

Item 1a – Consumer Direct Sales – the process of marketing directly to consumers.

Item 1b – Direct-to-Retail Marketing – an agreement between the producer and the retailer without the use of a broker.

Item 1c – Wholesale Markets – generally means that the producer is selling directly to brokers, store chain buyers, processors, distributors, or other organizations rather than directly to the customers.

TOTAL – The sum of items 1a – 1c must equal 100%.

Item 2 – Community Supported Agriculture (CSA) – a type of operation intended to create a relationship between farmers and consumers wherein risks and bounties are shared. CSA customers buy shares for a season by paying a fee in advance. In return, they receive a regular (in most cases weekly) selection of food.

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Item 3a - Locally – Report what percent of your certified organic products' first point of sale were within 100 miles.

Item 3b - Regionally – Report what percent of your certified organic products' first point of sale were more than 100 miles but less than 500 miles.

Item 3c - Nationally – Report what percent of your certified organic products' first point of sale were 500 miles or more.

Item 3d - Internationally – Report what percent of your certified organic products' first point of sale were outside the U.S.

TOTAL – The sum of items 3a – 3d must equal 100%.

Item 4 - Processed or Value-Added – products that have been altered by heat, pressure, or freezing temperatures. Include as processed products; canned or preserved vegetables, jam, jelly, wine, juice, cider, cheese, and cured meats. Include only those products where the initial agricultural commodity was produced on this operation. For example, if wine or cheese were produced from grapes or milk purchased from other operations, do not include the value of these commodities in this questionnaire.

SECTION 12 OPERATION CHARACTERISTICS

Item 1 – Report the year in which the operator (name on label) began operating any farm.

Item 2 – Report the number of years in which any portion of your operation has been certified organic.

Item 3 – Select one of the choices provided that best describes the plan for the operation over the next five years.

SECTION 13 TRANSITIONAL ACREAGE

Transitional acres – Conventional acres in the process of becoming certified organic. This process usually takes 3 years.

Items 2a – 2c – Report in whole number the numbers the transitional acres owned, leased from others, and/or leased to others.

Item 3 – Calculate and report the sum of items 2a – 2c.

Item 4a – 4c – Report what acres of the transitional acres reported in item 3 were cropland, pastureland or rangeland. (Cropland includes certified organic land from which crops were harvested or hay was cut, including land used for field crops, vegetables, fruits, nuts, berries, orchards, vineyards, nursery and greenhouse crops, Christmas trees, citrus groves, and maple syrup).

Item 5 – Marketing Contract Arrangement – A verbal or written agreement, reached before final production, setting a price or pricing formula and market for the commodity. The operation usually owns the commodity prior to delivery.

SECTION 14 OTHER CLASSIFICATION

Item 1 – Select “Yes” or “No” if this operation was certified organic under USDA NOP standards in 2015, but had no production.

Item 2 – Select “Yes” or “No” if this operation was exempt from organic certification in 2015 (exempt means sales below \$5,000).

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Item 3 – Select “Yes” or “No” if this operation was certified organic under USDA NOP standards at any time prior to 2015.

Item 4 – Select “Yes” or “No” if this operation certified as a handler or processor of certified organic products in 2015.

Item 5 – Select “Yes” or “No” if this operation only collected wild products in 2015.

SECTION 15 CONCLUSION

Please print the name of the person completing this form, the date completed, and telephone number in the boxes provided.